



2003 NASPO
Cronin Club
Gold Winner



Procurement Services

Weekly Information Newsletter

09/10/04

Volume 164

(You can go directly to the DAS Procurement web page by clicking on the DAS logo above!)

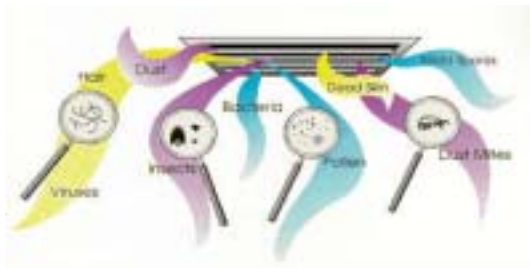


Save the Date!
CT Shops 2004
November 9, 2004!

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Indoor Air Quality Contract is Now Available!



Are your employees, students or staff complaining of increased illnesses such as colds, flu, asthma, weakness, burning eyes, itching skin, rashes, sore throats, allergies, lethargy, or headaches, particularly if they feel better after leaving the building? This indicates that there is a great possibility it may be caused by Poor Indoor Air Quality also called Building Related Disease or Sick Building Syndrome.

Mold is the single greatest problem that affects Indoor Air Quality. At the same time, many situations attributed to molds are actually due to bacteria. There are four different aspects of a mold that human beings can be allergic to:

- **Living Mold** – the live, growing plant
- **Mold Spores** - a “seed” that can be in a dormant state for a long time waiting for the right conditions for growth.
- **The residual portion (the “Carcass”)** - protein and other molecules that are present even when the mold is no longer alive and not capable of growing
- **A mycotoxin** – which is waste products generated by molds

The symptoms or reaction from these sources can be radically different. A living mold may induce a stuffy nose or an asthma attack whereas the mycotoxins from the same mold may leave another person feeling weak and lethargic for days.

Regardless of the source or the symptoms, the objective is to eliminate the problem. You will “breathe easier” knowing that a contract for Indoor **Air Quality Consulting Services**, **03PSX0375** has been awarded. The contract will be in effect from September 2, 2004 through September 30, 2008. There are a total of eight (8) vendors who are ready to assist **All CT Using State Agencies, Political Sub Divisions, Schools and Not For Profit Organizations.**

We welcome you to click on the following link to view this contract :

http://www.das.state.ct.us/Contracts/003_0375.pdf

Questions regarding this contract may be directed to Julie Bernosky at julie.bernosky@po.state.ct.us or call her at 860/713-5065.



Core-CT Announces Inventory Workshop



The Inventory Conversion team in conjunction with Inventory Team at Core-CT is holding a workshop to assist agencies using the Inventory Module.

At the workshop we will answer your questions, explain in greater detail how your data will be converted into Core-CT and work with you to determine the most efficient process for converting

your agency data as this may vary based on your source system. Additional workshops will be scheduled as needed to assist the agencies throughout the conversion process.

We are requesting that all personnel such as storekeepers; head chefs and anyone who utilizes and participates in the Inventory module, attend this extremely important and informational workshop. We are also encouraging you to review the task and the data mapping spreadsheet before attending. These documents can be obtained through your [Sponsors](#). Keep in mind that the Core-CT Inventory is your Stores and Supplies, not your assets.



The workshop is scheduled for:

**Thursday, September 16, 2004
8:00 am to 5:00 pm
Core-CT in East Hartford
Room 1002A**

To register for this workshop or if you have questions, please contact your [Agency Readiness Coordinator](#) to register.

ePartners



The ePartners program services Connecticut municipalities, schools and not-for-profit organizations by offering products and services to save time and money. For more information about ePartners check out the webpage that was made just for you...our ePartners!

<http://www.das.state.ct.us/Purchase/ePartners/epartners.asp>

Questions, comments, suggestions? Send them to ePartners@po.state.ct.us or call Maureen Friedman 860/713-5069.

Sending out an S.O.S. to our ePartners!



Since we can all benefit from others experiences, send us *your* S.O.S. so we can share it with others! Email them to the ePartners email address below and we will print them in WIN to share with everyone!

The ePartners program services Connecticut municipalities, schools and not-for-profit organizations by offering products and services to save time and money. For more information about ePartners email ePartners@po.state.ct.us or call Maureen Friedman 860/713-5069.

CT \$hops 2004 Updates

Calling All State of Connecticut Agencies, Cities, Towns, Schools, Not-for-Profit Organizations and Private Institutions of Higher Education!

CT \$hops 2004
November 9, 2004
8:30 a.m. to 3:30 p.m.
CT Expo Center in Hartford



Have **YOU** Registered to Attend CT \$hops???



Click on the following link:

http://www.das.state.ct.us/CTShops/ctshops_attendee_info.asp

to access the CT \$hops 2004 webpage for more information and to register to attend!

Contract Users: Help your contract vendors! When you talk to them, ask if they are participating in this year's CT \$hops. Tell them how successful CT Shops is and how you are looking forward to meeting them face-to-face! Help them to help their business grow. They will appreciate it!

If you don't find the information you need, contact Erin O'Neil or Beth Pancavage at (860) 657-3331 or ct.shops@po.state.ct.us

CT Contract Vendors and Suppliers:



Deadline Approaching!!

Psst!!...Do **You** want **Your Competitors** to meet **ALL Your Customers** that **will be at CT \$hops 2004?** Don't miss out this year! Deadline to register is **September 30, 2004!**



20 Days Left to Register for a Booth!

Register **NOW** before all the booths are *gone*!

Use the link below to jump right to the CT \$hops 2004 on-line registration:

http://www.das.state.ct.us/CTShops/ctshops_exhibitors_info.asp

Did you know that your suppliers could also take part in this event? Why not contact the suppliers on your state contract and share the cost of the booth for **CT \$hops 2004?**

If you have already reserved your booth, please disregard the above message. However, did you register all the booth staff that will be attending the event? If not, please go to the address below to register them.

http://www.das.state.ct.us/CTShops/ctshops_attendee_info.asp

Booths are going fast! When opportunity knocks, open the door. Don't miss out on this great opportunity to be a part of CT \$hops 2004! **All Connecticut contract vendors, their suppliers, not for profit organizations and state agencies are invited to purchase booths at our overwhelmingly successful product show.** We encourage all CT contract vendors and suppliers to take this once a year opportunity to reserve a booth(s) while there still is a great selection of prime booth spaces.

Use the following link to go directly to the CT \$hops web page to register your company and/or to find out more information about CT \$hops!

http://www.das.state.ct.us/CTShops/ctshops_exhibitors.asp

If you don't find the information you need, contact Erin O'Neil or Beth Pancavage at (860) 657-3331 or email to ct.shops@po.state.ct.us

CT Environmentally Preferable Purchasing

Did You Know?



Did you know that **solar panels** provide the power to emergency road signs and call boxes along the highway? They also help power the electrical systems on satellites. Wow, not only do these signs help us, but they also help our environment by saving electricity as well!



For more information and energy facts go to www.eia.doe.gov ***(Please remember many state agencies have policies for Internet usage, do not click on links at work. Jot the address down and enjoy it from home.)***

CT DAS state contracts offer a number of environmentally preferable products and services. For more information on how you can purchase or use environmentally preferable products and services where you live and work, you may contact CT EPP at Barbara.moser@po.state.ct.us or call at (860) 713-5081.



Bid Notice Postings

To view the entire DAS bid notice listing, click on the following hyperlink to go to our web page. [DAS Bid Notices](#)

Contract Information:

DAS Contracts

The following is a listing of contracts issued during the week of 09/06/04

Contract #	Contract Name	For:	Contract Term
03PSX0375	Indoor Air Quality Consulting Services	Dept. of Public Works, All Using State Agencies, Political Sub Divisions, Schools and Not For Profits	September 2, 2004 through September 30, 2008
04PSX0130	State Marshal Training Program - Service of Process	State Marshal Commission	August 24, 2004 Through July 1, 2005
04PSX0182	Repair/Maintenance/and Inspection of Air Conditioning, Heating, and Refrigeration Components and Accessories (HVAC) for DMR West Region Locations.	DMR West Region	August 9, 2004 Through July 31, 2009
04PSX0189	Scanning & Indexing Services	Office of the Attorney General, All Using Agencies and Political Subdivisions	August 25, 2004 through July 31, 2007
04PSX0226	Bulk Chicken Feed, Starter, Layer & Grower	All Using State Agencies and Political Sub Divisions	No Award. See new bid 04PSX0245 .
04PSX0239	Photocopying Services for CT Mental Health Center	CT Mental Health Center, All Using State Agencies and Not-for-Profit Organizations	September 2, 2004 through August 31, 2007
04PSX0203	Department of Transportation's requirements for Hydraulic Components	Department of Transportation All Using State Agencies and Political Sub Divisions	September 1, 2004 through August 31, 2007

Contracts Expiring

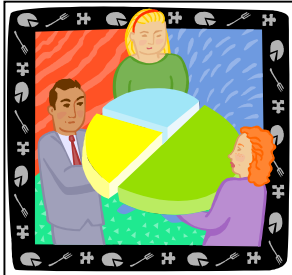
Did you know that our state contracts are reviewed one to three months prior to the actual expiration date? During this review process, the contract specialist examines the specifications and products/services included within each contract

[Contract Search](#)

Click on the list of “Contracts Issued/**Expiring** In Last/Next 30/60/90/120 Days”. Choose the radio button marked “**Expiring** Contracts” and select the time frame. Then click “Get Contracts”. That’s all there is to it!

“Certification Central”

New Set-Aside Vendors!



Check this out! We have made it even easier for you to see which Connecticut vendors have recently become certified! Use the link we have provided to access the listing of **New Set-Aside Vendors Certified in last 7 Days**.

The link below lists the company name, contact information, product description and certification type of all the Connecticut small businesses that were certified during the **previous** week.

http://www.das.state.ct.us/Purchase/ePartners/ep_whats_new.asp#Vendors

Questions regarding the Supplier Diversity Program can be directed Meg Yetishefsky, Supplier Diversity Manager, at meg.yetishefsky@po.state.ct.us or 860/713-5228.

Peppy’s Toolbox

Click on the “toolbox” on the right to help yourself to any of the helpful “tools” (electronic forms) that are available to you.



Peppy’s Points to Ponder...

DAS Procurement Services, Ruthie Hatten aka “**Smiling Ruthie**” sent in this week’s “Point to Ponder!” Thanks Ruthie!

“Only those who have the patience to do difficult things perfectly will acquire the skill to do difficult things easily.”

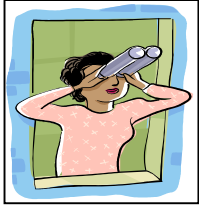
-Frederick Von Schiller



Come on WINners! Send them in! Thanks to all my loyal WINners for submitting all these great quotes. Keep them coming! Please take a minute to send them to me at peppy.procurement@po.state.ct.us and watch for them to appear in future issues of WIN.

Core-CT Information

Looking for Catalog Items in Core-CT/PeopleSoft?



Use the following link to access the listing of the vendors, contract number and contract name that have been loaded into the **Core-CT** catalog.

[Core-CT Catalog](#)

Getting Help Quickly And Easily



Click on the "Help" link below to access **ALL** the **Core-CT** help options that are available to you such as the Core-CT web site, current and past Daily Mail, help desk phone numbers, agency super users and more!

[Core-CT Help](#)



Tech Talk with Ms. Bits n' Bytes

Screenshots

Ever wish you could make a "snapshot" of your screen? If you have some imaging software (or a good word processor), you can!

Here's how:

To capture the whole screen, just hit the **Print Screen** button on your keyboard (It is just to the right of the F12 key).



Then, open your imaging software (and a blank page, if you need to – depending on your software) and select your "**Paste**" command (usually Ctrl + V). This should paste an image of your computer screen into the document you're working on. You can also paste the image into a word processing program like MS Word or WordPerfect if you don't have imaging software.



Thanks to www.worldstart.com * for this "snappy" tip!

****Please remember many state agencies have policies for Internet usage, do not click on links at work. Jot the address down and enjoy it from home.***

Don't forget to write to me and let me know if you have a computer question, problem or perhaps just something you would be interested in learning about. You can email me at: maureen.blackburn@po.state.ct.us



Keep up to speed with what's happening in the

Department of Information Technology



Contracts & Purchasing Division Information



Need to contact someone at **DOIT**? Click here to link to the [DOIT Contact](#) Information page of their web site.

DOIT Bid/ Proposals

- Click on the following hyperlink [DOITBidPostingNotices](#) to jump to DOIT's Bid Posting Notices section of their web page.

DOIT Contract Awards

- Click on the following hyperlink [DOITContractAwards](#) to jump to DOIT's Contract Award section of their web page.

Contact Us

If you know someone who may be interested in receiving this newsletter, have him or her send an email with the following information:



Name:
Job Title:
Agency/Organization Name:
Mailing Address:
City/State/Zip:
Phone:
Fax:
Email:

Email Teresa Dupont at teresa.dupont@po.state.ct.us or fax it to her at 860-622-2940. Once she gets the information, they will be added to the "WINner" list! Likewise, if you do not wish to receive WIN, send us a note and your name will be removed. Questions? Call Teresa at 860-713-5073.

Miss a Previous Issue of WIN?

Use the following link to jump to the DAS Newsletters web page, scroll down to Weekly Information Newsletters (WIN) and click on the issue you missed!

<http://www.das.state.ct.us/News/NewsLetters.htm>